

2. AGENCY NAME3. IMS CODE

4. PERSON ISSUING ORDER5. TELEPHONE6. DATE TYPED

7. SHIPPING ADDRESS

8. SPECIAL SHIPPING INSTRUCTIONS

☐ DELIVER☐ CALL☐ PICKUP☐ SEE ATTACHMENT

FORMS34. SIZE (Give Width First)

35.

☐ SNAP OUT☐ CONTINUOUS

36. STUB/TAB SIZE & LOCATION37. No. OF PARTS

| 38. PLY | STOCK | WT | COLOR | INK | 39. FORMS PROCESSED BY: |
|---------|-------|----|-------|-----|--|
| 1 | | | | | <input type="checkbox"/> TYPEWRITER |
| 2 | | | | | <input type="checkbox"/> AUTOMATED |
| 3 | | | | | 40. <div><input type="checkbox"/> LASER PRINTER COMPATIBLE INK</div> |
| 4 | | | | | 41. <div><input type="checkbox"/> CARBON</div> |
| 5 | | | | | <input type="checkbox"/> NCR |
| 6 | | | | | |
| 7 | | | | | |

42. CRIMPGLUEPARTSFASTEN

☐ L☐ R

☐ L☐ R

☐ ALL, or

43. PAD / BOOK

☐ L☐ R

44. NUMBER- BeginningEnding45. MISSING NUMBERS OK?

☐ YES☐ NO

☐ T☐ B

9. MATERIAL DUE MASS MAIL

10. AGENCY BILLING CODE11. OSP JOB NUMBER

12. AGENCY REQUISITION #13. QUANTITY (Finished product)14. No. of ORIGINALS15. DATE WANTED16. LAST JOB NUMBER OR CUS-
TOMER REQUISITION NUMBER
(Attach 2 copies of latest printed
material)

17. PRINT

☐ ONE SIDE☐ TWO SIDES☐ HEAD/HEAD☐ HEAD/FOOT

18. COST QUOTE19. ESTIMATE NUMBER20. QUOTED BY21. AMOUNT ENCUMBERED

22. CHAPTER23. STATUTE24. FISCAL YR.25. LINE ITEM CODE CODE/ CALSTARS CODE26. SIGNATURE AUTHORIZING EXPENDITURE

27. COMPOSING NEEDED28. PROOF REQUIRED29. DISK I.D. (If provided)

☐ YES☐ NO

☐ YES☐ NO

30. APPROVED BY

31. INQ. TO / PROOFER'S NAME32. TELEPHONE33. FAX

PUBLICATIONS46. No. of PAGES47. SIZE (Width First)60. JOB DESCRIPTION / SPECIAL INSTRUCTIONS
(Form No., Rev. Date, Title of Product or End Use)

48. INK49. TEXT PAPER50. COVER PAPER

☐ Specification Sheet Attached

51. BINDING

☐ PERFECT BIND☐ LOOSE LEAF
SLIPSHEET☐ PASTED
SPINE

☐ SPIRAL BIND☐ SADDLE STITCH

☐ SIDE STITCH
(Indicate 1 or 2 stitch)☐ 1 STITCH☐ 2 STITCH

FINISHINGIF JOB REQUIRES FOLDING,
SUPPLY FOLDED SAMPLE

52. PERFORATE - Include Sample53. No. of FOLDS54. SIZE AFTER FOLD

55. PUNCH - No. of
Holes56. PUNCH POSITION

☐ L☐ R☐ T☐ B

57. PUNCH CENTER TO CENTER

☐ 2 3/4"☐ 4 1/4"☐ OTHER

58. PACKAGEUNITS PER PKG.

☐ TIE☐ SHRINK
WRAP☐ BAND

59. SHIP

☐ CARTON☐ PALLET☐ OTHER

☐ 61. Union Label☐ 62. LDA

ADDRESSING/MASS MAIL SERVICES
FURNISH MAIL LIST UPDATES AT LEAST FIVE WORKING DAYS BEFORE MASS MAILING DATE.

63. RELEASED BY MASS MAIL:RELEASE DATE

64. TITLE OF MATERIAL65. MUST MAIL BY DATE70. SPECIAL INSTRUCTIONS - MAILING / ADDRESSING

66. MAILING LIST NAME / NUMBER AND LABEL TYPE (If Provided)67. CLASS OF MAIL

68.

☐ No. 10'S☐ P/S LABELS☐ CARDS

☐ No. 95'S☐ 4-UP LABELS☐ ON MATERIAL

69. RESIDUE

☐ PICKUP☐ DELIVER

☐ CALL☐ UPS

☐ OTHER

☐ 71. See Attached for Additional Instructions

INSTRUCTIONS: (Numbered captions on the form correspond to the following numbered instructions)

1. If Mass Mail services are required, check here.
2. Provide agency name.
3. Provide Interagency Mail Services Code.
4. Provide a contact person's name.
5. Provide the contact person's telephone number.
6. Enter date the order is typed.
7. Ship address and any special shipping instructions.
8. Check delivery preference.
9. Office of State Publishing (OSP) use only, no entry necessary.
10. Provide agency billing code.
11. Office of State Publishing use only, no entry necessary.
12. Agency requisition identification number.
13. Order quantity—number of each, sets of forms, etc. NOTE: Due to the high speed of the automated equipment at OSP, a delivery quantity of 10 percent over or under will constitute a complete shipment. If any exact quantity is required, please indicate.
14. Indicate number of camera-ready copy originals submitted.
15. Enter date OSP will deliver to your agency.
16. Last OSP copy identification number (usually located in the lower right hand corner of the form, brochure, or last page of publication).

If you have had your job printed at OSP before, this is the number OSP uses to keep track of your film in their film vault and store all the information about your particular job in their computer system. It can expedite your estimate, as well as the planning of your job. This number is usually printed at the bottom of your document, or if it is a two-sided document it will be on side two at the bottom. If your job is a publication, the ID number will be printed on the last printed page of the book. If you are revising your form or book, OSP would still like the number so that they can purge your old film, and, if your new revision is similar to the old one, your planner can use the number to expedite the planning of your new revision.

What is the difference between my job number and my ID number?

Each time you send in a printing job it will be given a job number. This number is used to track your job through the production process and billing. The ID number is the identification number that will stay with your job until it is revised. The first two digits of the ID number is the year your form was printed. The last five digits are the job number of that original job. For example, you submitted a form to be printed in 1993, and your job number was 23456. The ID number for your form is 93 23456. Every time you send in this job, until it is revised, your ID number will remain the same. However, each time you send in the form it will get a new job number.

17. Check here to indicate if the material is to be printed on one or both sides. You may check both boxes if part of the material is one-sided and other parts two-sided.

18. Fill in if an estimate has been given by OSP.
19. Provide estimate number given to you by the OSP planner.
20. Provide the name of the OSP planner issuing quote.
21. Optional—enter the amount of funds encumbered for this printing order.
- 22 and 23.
This information provided by your agency.
24. Enter the year in which funds are to be encumbered for this printing order.
25. Refer to Item 22 & 23.
26. Signature of person authorizing work to be done. (Job cannot be started without this signature. If an agency would like to restrict the number of authorized signatures, a sample of each signature can be put on a file at OSP. Please send to the supervisor of the Planning Unit.)
27. Are type setting services required for this printing order?
28. If you are supplying OSP with camera-ready copy, there is no need to request a proof. On forms, envelopes, labels, and stationary, OSP would just be sending you a Xerox copy of the camera-ready you sent them. For publications that are typeset at OSP, or sent in on a disk, you might want to see a dylux proof to assure correct pagination, etc. If your publication is camera-ready and you have supplied a "dummy" there is usually no need for a proof. If your job has multiple colors, tight registration, or other critical areas of concern, you will probably want to see proof of some kind. A proof will add additional cost and often delays your production schedule.
29. If you are supplying OSP with a disk copy, there is no need to request a proof. You will be required to send laser proofs and prepare an *OSP 17, Desktop Publishing OSP Output Form*.
30. Signature of person authorizing work to be done. (Job cannot be started without this signature. If an agency would like to restrict the number of authorized signatures, a sample of each signature can be put on file at OSP. Please send to the supervisor of the Planning Unit)
- 31 through 33.

Indicate name/telephone number of person who will answer questions regarding this job. Arrange for one person to make all inquires concerning work progress. Calls should be directed to the number listed under Job Status in the yellow pages of the State Telephone directory. Always give the OSP job number or agency estimate number when seeking information regarding printing orders.
34. Enter size (give width first, i.e., if letterhead, state 8 1/2"x 11").
- 35 through 37.

Type of form—check continuous or unit set ("snap out"), stub size, location and number of parts.
38. Stock description and carbon specification for business forms.
39. Indicate whether form will be processed through typewriter or computer.
40. Indicate whether preprinted form will be used on a laser printer.
41. Indicate whether form requires carbon or NCR.
42. Fasten—Indicate how multiple part form is to be held together.

43. Indicate how many sets per pad or book are required.
44. Indicate beginning number and ending number.
45. Missing Number OK?—Some forms that are numbered, like receipt books, must have all of the numbers accounted for in the event of an audit. In this case, you will want to check the box that indicates that the missing numbers are NOT acceptable and must be made up. In other cases, for instance the state job application, each number does not have to be accounted for and it is acceptable to have missing numbers.
46. Indicate the number of pages.
47. Indicate finished size of publication.
48. Specify PMS ink color.
49. Specify text paper.
50. Specify cover paper.
51. Indicate type of binding.
52. If perforation is required, include a delineated sample or "dummy".
53. Indicate number of folds in product and include a sample or "dummy".
54. Indicate size of finished product.
55. Indicate number of holes to be punched.
56. Indicate the position of the holes i.e., left, right, top or bottom.
57. This is the measurement from the center of one hole to the center of the next hole. Some standard measurements are:
3-ring binder 4 1/4" center to center
2-hole punch 2 3/4" center to center
58. Indicate type of packaging required and number of units per package.
59. Indicate whether finished product should be delivered in cartons and/or plastic wrapped on pallets.
60. Special instructions. Use to explain any specification not otherwise covered. Use extra sheets if necessary.
61. Indicate whether union label is to be printed on product.
62. Library Distribution Act (LDA)—The SAM requires that any publication that is of interest to the public be distributed to all of the state libraries. OSP offers the service of distributing the publications to all of the state libraries for the nominal fee of \$125.00. If your publication needs to be sent out for LDA, you will be responsible for paying to have the additional 255 copies printed.
63. Office of State Printing use only, no entry necessary.
64. Form number or Title of material to be mailed.
65. Indicate last acceptable date for job to be mailed.
66. Provide mailing list name/number and label type.
67. Indicate if product is to be mailed bulk rate, first class, etc.
68. Check appropriate boxes.
69. Tell us where you want us to deliver residue.
70. Special instructions. Use to explain any specification not otherwise covered. Use extra sheets if necessary.